

Posted 23 June 2022

## **ART INVENTORY COORDINATOR, LIC**

### **New York**

The Art Inventory Coordinator at Phillips Auctioneers is a vital part of the art inventory, receiving and releasing processes at our LIC Warehouse. This position is responsible for carefully handling, documenting, and wrapping/unwrapping both outbound and inbound artwork deliveries. The Art Inventory Coordinator also updates the art inventory system and assists with organizing and storing artwork safely, as well as installations for client viewings.

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### **Duties and Responsibilities**

- Responsible for collection order and property release at the Gallery, responsible for all paperwork
  - Wrap artwork for client pickups, transfers and one-off pickups
  - Enter receipt of property into system, create barcode
  - Receive and condition all inbound property, responsible for all paperwork
  - Unwrap artwork arriving from client drops off, transfers and one-off deliveries
  - Scan inbound property and scan out all property
  - Manage crate labeling and storage
  - Manage intra-company transfers to LIC
  - Supervise and scan all property load in/out at Park Avenue with Property Manager, produce inventory reports
  - Oversee inventory at LIC and perform quarterly physical inventory
  - Responsible for maintaining onsite art storage and workspace
  - Art Inventory Coordinator works directly with objects and must exhibit care when handling objects
  - Oversee the NY Property Control Collections Inbox and Call Center by remotely responding and scheduling pickups and drop offs occurring at the Warehouse and Gallery
  - On occasion assist Property Control department in Phillips' at Park Ave location
  - On occasion assist Property Control department in Phillips' at the South Hampton Gallery
  - Adhere to safe art handling techniques as well as wrapping and packing guidelines
  - General coordination and communication with warehouse and the department administrator concerning property at  
LIC
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### **Professional Skills and Experience**

- 2 years' experience in an auction house, internationally recognized gallery or museum, required
  - Working knowledge of and experience with
    - o Various packing methods suitable to a wide range of media, preferred
    - o Art handling
    - o MS Office Suite/Outlook, preferred
    - o Voxme Art Manager software, preferred
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### **Education and Training**

- Bachelor of Arts, preferred
  - Fine Arts background, preferred
  - Foreign languages helpful: French, Spanish, Italian, German
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### **Personal Attributes**

- Ability to handle and install delicate and fragile artworks, required
  - Ability to work professionally and responsibly with clients, external shippers and all areas within the business
  - Ability to lift heavy objects such as crates, pedestals and auction furniture
  - Proactive with excellent organizational skills
  - High degree of time and resource management skills with the ability to work under pressure and prioritize to meet strict deadlines
  - Ability to deal effectively and efficiently with multiple tasks
  - Accuracy and attention to detail
  - Dependable, consistent and punctual attendance, required
  - Use of a computer and scanner, software programs such as email, word, xls, inventory database
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### **Working Conditions**

- Work is undertaken in our Long Island City Warehouse
- On occasion work is undertaken in our Park Ave Galleries
- On occasion work is undertaken in our Southampton Gallery
- Evening and weekend work as required
- Newly hired staff must be fully vaccinated by their start date. Applicants unable to comply with this policy due to an underlying medical condition or sincerely held religious belief may be eligible for an accommodation, unless such an accommodation would be unduly burdensome or present a direct threat to the applicant, our employees, or the members of our greater community.

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Please submit your resume and cover letter to [Careersus@Phillips.com](mailto:Careersus@Phillips.com). Please use the subject header "Art Inventory Coordinator". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.